

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0447535
POSITION NO: 209093
CLASS CODE: 3677

Date Posted: 02/25/13
Closing Date: 03/08/13

POSITION TITLE: EDUCATION PROGRAM MANAGER
DEPARTMENT NAME: DoDE AdvancED NCA Office
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A
Days: Mon - Fri Permanent: ☒
Hours: 8 AM- 5 PM Temporary: ☐ Duration: _____ \$ 53,476.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

• Leads & represents AdvancED/NCA Navajo Nation; • Develops & implements strategic plans for AdvancED/NCA; • Implements the AdvancED Accreditation Process in the Navajo Nation, ensuring that all AdvancED Navajo Nation schools are adhering to the AdvancED standards & policies; • Manages & oversees AdvancED External Reviews; • Manages, maintains, and grows the trained External Review and extended volunteer base; • Ensures NN schools are well-informed of AdvancED issues, policies & communications; • Provide quality service & professional learning opportunities to all AdvancED NN schools. • Initiates outreach to non-network schools to help grow the AdvancED network; • Serves as an expert in State/NN/BIE requirements & regulations; • Leads and manages the Navajo Nation Office; • Manages NN office support staff, as appropriate and knowledge of budget & reporting systems; • Manages the AdvancED NN State Council advisory body effectively; • Maintain strong working relationships with State Department of Education and other key education agencies.

QUALIFICATION REQUIREMENTS:

Education and Training:

Master's Degree in Education Administration, Education or a closely related field; and five (5) years education administration experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)

Special Knowledge, Skills and Abilities:

Knowledge base of current issues in education, accreditation, public and BIE (Contract & Grant) schools and system improvement, research and evaluation. Ability to deliver high quality professional development through oral and written presentations; ability to organize, manage, and implement multiple tasks simultaneously; ability to work effectively using Microsoft Word, Outlook, Excel and Power Point and other software and web-based application. Required to demonstrate fluency in both the Navajo and English languages as a condition of employment. A proven track record in helping schools/districts improve student performance and organizational effectiveness.

License/Certification Requirements:

PREFERRED: State Administrator's (Principal and Superintendent) Certificates; State Driver's License

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99